

**CASCADE CHARTER TOWNSHIP**  
**PERSONNEL & FINANCE COMMITTEE MEETING**  
February 10, 2021 at 9:00am  
Held via Zoom Remote Conferencing Software &  
Large Conference Room at Township Hall  
2865 Thornhills SE, Grand Rapids, MI 49546

**Members Present:** Supervisor Lesperance, Treasurer Peirce, Trustee Koessel

**Others Present:** Township Manager (TM) Ben Swayze

**Call to Order:** Trustee Koessel called the meeting to order at 9:00 a.m.

**Business:** The Personnel & Finance Committee discussed the following items:

**1. Approval of the January 13, 2021 Meeting Minutes**

TM Swayze explained that per the committee policy, the committee is responsible for approving the minutes.

*Motion by Supervisor Lesperance, supported by Treasurer Peirce to approve the minutes. Motion carried.*

**2. 2021 Capital Improvements Financing**

At the previous committee meeting it was requested that staff prepare potential bonding amortization schedules for the committee to review. TM Swayze reviewed the scenarios that were presented, which ranged from \$2 million to \$9 million in increments of \$1 million. TM Swayze again reviewed the projects that may need bond financing including Fire Station #1, part of the 2021 local road program and the Burton Street pedestrian bridge. TM Swayze reviewed the fund balance information for the General, Fire and Pathway funds, as well as the 10-year projected budget for the Pathway Fund. TM Swayze indicated that the Burton Street bridge construction would likely take place over 2 years (2021 – 2022) and that the pathway fund would have enough cash to fund the Township portion of the project without bonding. Discussion ensued.

The committee recommended that the Township begin the bonding process at \$6 million. This will provide some comfort room in what the Township can bond while final pricing for the Fire Station #1 and local road projects is obtained. The Township doesn't have to bond the full \$6 million if it is not needed.

*Motion by Supervisor Lesperance, supported by Treasurer Peirce to recommend to the Township Board bonding up to \$6 million for the Fire Station #1 and 2021 local road projects. Motion carried.*

**3. Township Attorney RFP**

TM Swayze indicated that Supervisor Lesperance has requested that the committee consider a recommendation for issuing an RFP for legal services. The Township last issued a legal services RFP in 2016. TM Swayze reviewed the RFP, staff report and various support documents from when Varnum was selected in 2016. Discussion ensued.

*Motion by Treasurer Peirce, supported by Supervisor Lesperance to recommend the Township Board issue an RFP for Township legal services. Motion Carried.*

**Adjournment:** Motion by Treasurer Peirce, supported by Supervisor Lesperance to adjourn the meeting. Motion carried. Meeting adjourned at 9:37 am

**Approved by the Personnel Finance Committee – 03.10.21**